



Dr. Courtney N. Phillips, Executive Commissioner

Request for Applications (RFA)

For

***Family Violence Program
Family Violence Enhanced Services***

RFA No. HHS0006837

Date of Release: Friday, November 22, 2019

Responses Due: December 20, 2019

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Class/Item Code:

952/18 - Child Care Service

952/49 - Housing Services

952/60 - Job Search Workshop

952/94 - Transportation Services

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ARTICLE I. EXECUTIVE SUMMARY, DEFINITIONS, AND AUTHORITY

1.1 EXECUTIVE SUMMARY

The Family Violence Program (FVP) of HHSC seeks applications from Family Violence Shelters, Nonresidential, or Special Nonresidential Project Programs that are currently contracting with HHSC to provide enhanced Family Violence services through targeted initiatives that comply with and exceed the required services as authorized in the [Texas Human Resources Code Chapter 51](#) and [Texas Administrative Code Title 1, Part 15, Chapter 379](#), and in accordance with the specifications outlined in this Request for Applications (RFA).

To be considered for award, Applicants must submit a comprehensive Proposal which includes all required information and documentation as outlined in this Solicitation, execute **Exhibit A, HHSC Affirmations and Solicitation Acceptance**, of this Solicitation and provide all other required information and documentation as set forth in this Solicitation.

1.2 DEFINITIONS

Refer to **Exhibit B, HHSC Uniform Terms and Conditions – Grant, Version 2.16.1** and **Exhibit B-1, HHSC Special Conditions, Version 1.1** for additional definitions. Additionally, as used in this Solicitation, unless the context clearly indicates otherwise, the following terms and conditions have the meanings assigned below:

["Addendum"](#) means a written clarification or revision to this Solicitation issued by the System Agency.

["Applicant"](#) means the entity responding to this RFA and is the organization with which HHSC contracts, to which HHSC disburses grant funds, and that will handle any funds to be distributed. May also be referred to as "Lead Applicant" or "Respondent."

["Client"](#) means a member of the target population to be served by the Applicant's organization. For the purposes of this grant, a "Client" is a survivor of Family Violence or Dating Violence.

["Dating Violence"](#) means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

["Family Violence"](#) means an act by a member of a family or household against another member of the family or household that: (a) is intended to result in physical harm, bodily injury, or assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, or assault, but does not include defensive measures to protect

oneself; or (b) is intended to inflict emotional harm, including an act of emotional abuse; as defined in [Texas Human Resources Code Section 51.002\(2\)](#).

"[Family Violence Center](#)" means a Family Violence Shelter Center and a Family Violence Nonresidential Center, as defined in the [Texas Human Resources Code Section 51.002](#).

"[File Transport Protocol \(FTP\)](#)" is a standard network protocol used for the transfer of computer files between a client and server on a computer network.

"[FVNet](#)" is a secure HHSC database that is used by the HHSC Family Violence Program to collect contractors' data each month. FVNet accepts de-identified data in the format as outlined in **Attachment B, FVNet File Upload Data Format Guide**.

"[Good Standing](#)" means that any operation subject to [Texas Human Resources Code Chapter 42](#) is in full compliance with applicable provisions and related administrative rules.

"[HHSC Enterprise Portal](#)" means a portal that allows awarded Applicants to access the HHSC FVNet application in one place.

"[Health and Human Services \(HHS\) Grant Website](#)" - the electronic marketplace where HHSC grant contract opportunities are located. The [HHS Grant Website](#) may be accessed at <https://apps.hhs.texas.gov/pcs/rfa.cfm>

"[Indirect Cost Rate](#)" means a device for determining in a reasonable manner the proportion of indirect costs each program should bear. It is the ratio, expressed as a percentage, of the indirect costs to the direct costs.

"[Licensed Child Care Center](#)" is a center licensed under [Texas Human Resources Code, Chapter 42](#), and must meet the minimum standards in [26 TAC, Chapter 746](#). It provides care for seven or more children; serves children younger than age 14; provides care fewer than 24 hours per day, but at least two hours a day, three or more days a week; and is located somewhere other than the permit holder's home.

"[Licensed Child Care Home](#)" is a home licensed under [Chapter 42, Texas Human Resources Code](#) and must meet the minimum standards in [26 TAC, Chapter 747](#). It provides regular care in the permit holder's own home, for compensation; serves children whose ages range from birth through age 13; provides care fewer than 24 hours per day, but at least two hours a day, three or more days a week; and cares for no more than 12 children total, including children related to the caregiver.

"[Listed Family Home](#)" is a home listed under [Chapter 42, Texas Human Resources Code](#) and must meet the requirements in that chapter and any relevant rules and minimum standards. It provides regular care in the caregiver's own home, for compensation; serves children whose ages range from birth through age 13; provides care for at least four hours a day, three or more days a week, and for more than three consecutive weeks; cares for no more than

three unrelated children; and cares for no more than 12 children, total, including children who are related to the caregiver.

"Nonresidential Center" means a nonresidential Family Violence center that is operated by a public or private nonprofit organization and provides comprehensive nonresidential services to victims of Family Violence.

"RFA" means this Request for Applications (RFA) including any exhibits, forms, appendices, and addenda.

"Registered Child Care Home" has a registration under [Chapter 42, Texas Human Resources Code](#) and required to meet the minimum standards in 26 TAC, Chapter 747. It provides regular care in the permit holder's own home, for compensation; serves children whose ages range from birth through age 13; provides care for at least four hours a day, three or more days a week, and for more than three consecutive weeks; provides care to no more than six children who are unrelated to the caregiver; provides after-school care to no more than six additional elementary school children; and cares for no more than 12 children, total, including children related to the caregiver.

"Relative Child Care Provider" is defined in [40 TAC § 809.2](#), as an individual who is at least 18 years of age, and is, by marriage, blood relationship, or court decree, one of the following: (A) The child's grandparent; (B) The child's great-grandparent; (C) The child's aunt; (D) The child's uncle; or (E) The child's sibling (if the sibling does not reside in the same household as the eligible child); and that is listed as a family home pursuant to [Texas Human Resources Code Section 42.0523](#).

"Respondent" means the entity responding to this Solicitation. May also be referred to as "Applicant."

"Shelter Center" means a Family Violence Shelter Center that is operated by a public or private nonprofit organization and provides comprehensive residential and nonresidential services to victims of Family Violence.

"Special Nonresidential Project" means a project funded by the System Agency that provides Family Violence services to an underserved or unserved population or geographic area or provides prevention programming to a prescribed population.

"State" means the State of Texas and, unless otherwise indicated or appropriate, will be interpreted to mean HHSC and other agencies of the State of Texas that may participate in the administration of HHSC Programs; provided, however, that no provision will be interpreted to include any entity other than HHSC as the contracting agency.

"Successful Applicant" means an organization that receives a grant award as a result of this Solicitation. May also be referred to as "Contractor," "Grantee," "Awarded Applicant," "Subrecipient," "Successful Respondent" or "Grant Recipient."

"[Survivor](#)" means an individual who has experienced Family Violence, domestic violence, or teen Dating Violence as defined in this section of the RFA.

"[TAC](#)" means the Texas Administrative Code, TAC is a compilation of all state agency rules in Texas. There are 17 titles in the TAC. Each title represents a category and related agencies are assigned to the appropriate title. TAC is maintained by the Texas Secretary of State (SOS) and may be accessed on the SOS website at [https://texreg.sos.state.tx.us/public/readtac\\$ext.viewtac](https://texreg.sos.state.tx.us/public/readtac$ext.viewtac)

"[Texas eGrants](#)" is the electronic marketplace where State of Texas grant contract opportunities may be located. The [Texas eGrants](#) may be accessed at <https://txapps.texas.gov/tolapp/egrants/search.htm>.

1.3 AUTHORITY

The System Agency is requesting applications under [Texas Government Code Section 531.039](#) and [Texas Human Resources Code Section 51.003](#).

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ARTICLE II. SCOPE OF GRANT AWARD

2.1 PROGRAM BACKGROUND

The Family Violence Program (FVP), operating within Health, Development, and Independence Services Division of HHSC, promotes self-sufficiency, long-term independence, and safety from Family Violence and Dating Violence through contracted services with statewide service providers and community-based organizations. The overarching goal of the FVP is to reduce the incidence and impact of Family Violence on individuals, families, and communities in Texas.

FVP provides emergency shelter and support services to Survivors of Family Violence and their children, education to the public, and training and prevention support to various agencies. However, Survivors of Family Violence who request services at Family Violence shelters and Nonresidential Centers are bringing increasingly complex issues that require additional resources. Therefore, strengthening systems that enable Survivors to obtain and maintain self-sufficiency increases the safety of adult Survivors and their children while reducing the negative impacts of Family Violence on families and communities.

Under the 2020-21 General Appropriations Act, HHSC received an additional \$5,500,000.00 in funding to provide enhanced FVP services. HHSC will award contracts to current contractors for the addition and expansion of Legal, Economic Stability Services, and Mental Health services through an application process that considers the eligibility requirements in Texas [Human Resources Code Section 51.004](#) as well as consideration given to geographic and unmet needs across the State as identified by the [Texas State Plan on Family Violence: Creating a Safer Texas: Access to Safety, Justice, & Opportunity](#).

2.2 GRANT AWARD AND TERM

2.2.1 Available Funding

The total amount of State funding available for the Family Violence Program Expansion of Services grant is **\$5,500,000.00, which must be expended in State Fiscal Years 2020 and 2021, with \$2,750,000 budgeted for each of the two fiscal years.** It is HHSC's intention to make multiple awards. Awards will be funded between the ranges of \$50,000 to \$200,000, per year, for each contract, subject to the availability of funds.

HHSC reserves the right to move up to 50% of funds from one category of service to another, based upon the assessment of need in said categories, and/or on the quality of proposals received for each category.

Funding	Legal Services	Economic Stability	Mental Health
Total funding allocated by category per State fiscal year	\$1,125,000	\$1,125,000	\$500,000
Minimum Award	\$50,000	\$50,000	\$50,000
Maximum Award	\$200,000	\$200,000	\$200,000

Applicants may only apply for one service category and HHSC reserves the right to limit the maximum award amount to each Applicant.

Grants awarded as a result of this RFA will be funded on a cost reimbursement basis. Under the cost reimbursement method of funding, grant recipients are required to pay for approved grant activities with their own funding. HHSC then makes grant payments to reimburse the grant recipients on a monthly basis for reported actual cash disbursements to be supported by adequate documentation.

2.2.2 Grant Term

HHSC will award one or more cost reimbursement contract(s) under this Solicitation. The contract period will begin on the effective date stated in the Contract, which is anticipated to be March 1, 2019, and will end August 31, 2021. No pre-award spending will be allowed. Reimbursement will only be made for those allowable expenses that occur within the term of the grant. Funds not expended prior to August 31, 2020 can be utilized for allowable expenditures during the second year of the grant (September 1, 2020-August 31, 2021), with HHSC approval and an HHSC approved budget revision. No funds can be expended after August 31, 2021.

Successful Applicants will be notified of their selection to receive a grant. Per **Section 4.5, Negotiation and Award**, HHSC may enter into negotiations with Successful Applicants to determine final award amounts.

2.3 ELIGIBILITY REQUIREMENTS

Applicant must be a current HHS contracted Family Violence Program Shelter, Nonresidential Center, or Special Non-Residential Project contractor.

Additionally, a Respondent/Applicant is not considered eligible to contract with HHSC, regardless of the funding source, if a name match is found on any of the following lists:

- A. The General Services Administration's (GSA) [System for Award Management \(SAM\)](#) for parties excluded from receiving federal contracts, certain subcontracts and from certain types of federal financial and non-financial assistance and benefits;

- B. The [Office of Inspector General \(OIG\) List of Excluded Individuals/Entities Search](#);
- C. [Texas Comptroller of Public Accounts \(CPA\) Debarment List](#);
- D. [Iran, Sudan, & Foreign Terrorist Organizational Check and Boycott Israel](#), prior to award, the purchaser must check the divestment lists in accordance with the Texas Government Code; and
- E. [Texas Comptroller Public Accounts \(CPA\) Franchise Tax Check](#).

2.4 PROGRAM REQUIREMENTS

- A. Services provided under the Family Violence Enhanced Services funding must be provided in a culturally competent manner and be culturally and linguistically sensitive. Services must also utilize best trauma-informed practices to engage and serve unserved or underserved communities in Texas. The primary focus of the funding is to provide the following services to Survivors of Family or teen Dating Violence:
 - 1. Provide an expansion of economic supportive services that include, but are not limited to, financial education, educational assistance, employment assistance, housing assistance, child care, and ancillary supports, and additional supports that enhance Survivor stability.
 - 2. Provide an expansion of access to free legal representation for Survivors of Family Violence.
 - 3. Provide an expansion of mental health assistance to Survivors of Family Violence.
- B. Applicants must meet the following minimum requirements to be considered for an award:
 - 1. Applicant's proposed services must be enhanced services that are above and beyond the current service requirements in [TAC Chapter 379](#).
 - 2. Applicant must submit a completed application with all requirement exhibits and documentation.
 - 3. Applicant must be a current HHS contracted Family Violence Program Shelter, Nonresidential Center, or Special Non-Residential Project contractor in good standing.
 - 4. Applicant must not be involved in any current investigations of fraud, waste, or abuse.

2.5 SCOPE

The purpose of the HHSC FVP's Enhanced Services is to fund an expansion of Family Violence services that address economic supports, legal representation and expansion of mental health services for Survivors of Family Violence and their children. The anticipated form of contract that Awarded Applicants will be required to execute with HHSC to participate in the Family Violence Program Enhanced Services is included at **Attachment D, HHSC FVP Enhanced Services Contract Template**. By submitting a response to this Solicitation, Applicants represent and warrant that they have read and understood the contract template set forth at **Attachment D, HHSC FVP Enhanced Services Contract Template** and are willing to enter into a written contract with HHSC that will be consistent with the terms and conditions set forth therein. Any exceptions must be detailed on **Exhibit C** as described in **Section 4.5** of this RFA. By submitting a response to this Solicitation,

Applicants represent and warrant that they have read and understood the contract template set forth at **Attachment D, HHSC FVP Enhanced Services Contract Template** and are willing to enter into a written contract with HHSC based on the terms and conditions set forth therein.

2.5.1 Allowable Services

In developing proposals in response to this RFA, Applicants will be required to complete attached **Forms A through F** to identify how they will provide one of the three following major service categories: Economic Stability, Legal Services, and Mental Health Services; as defined below.

Additionally, Awarded Applicants must develop policies for ensuring Survivors have fair and equal access to funds and/programs awarded within this RFA. Assistance cannot be conditioned on the Survivor receiving or participating in other Family Violence services and programs. Awarded Applicants will be required to submit such policies to the HHSC FVP within 90 days of the contract award date.

2.5.1.1 Economic Stability- Economic Stability services include, but are not limited to, financial education, educational assistance, employment assistance, housing assistance, child care, staffing to support these efforts and ancillary supports, and additional supports that enhance Survivor stability.

2.5.1.1.1 Prohibited Activities - Economic Stability Services: Funding awarded under this RFA cannot be used to support the requirements below:

- A. Shelter Centers are currently required to offer information on training for and seeking employment per [1 TAC § 379.701](#), as well as providing for or arranging access to related items as outlined in [1 TAC § 379.719](#). Additionally, all new direct service employees, volunteers, and their supervisors of a Family Violence center must be provided training on economic options per [1 TAC §379.404](#) and [1 TAC § 379.634](#). Nonresidential Centers are currently required to offer information on training for and seeking employment per [1 TAC § 379.2001](#), as well as providing for or arranging access to information on job-seeking skills and assistance in preparing employment and training program applications and resumes, per [1 TAC § 379.2114](#). Additionally, all new direct service employees, volunteers, and their supervisors of a Nonresidential Center must be provided training on economic options per [1 TAC § 379.1804](#) and [1 TAC § 379.2032](#).
- B. Special Nonresidential Projects are required to provide all new direct service employees and their supervisors training on economic options per [1 TAC § 379.1104](#).

2.5.1.1.2 Allowable Activities. Awarded Applicants must provide at least one or more of the following activities leading to economic stability for Survivors of Family Violence:

- A. Housing Assistance–** Financial assistance for Survivors of Family Violence in obtaining and maintaining affordable housing, this includes providing assistance for rental and utility deposits, moving expenses and household supplies, as well as, other

expenses that pose a barrier to housing. Awarded Applicants providing housing assistance must have a policy to address the length of assistance and cannot exceed 12 months.

B. Employment & Educational Assistance – Financial assistance for Survivors of Family Violence to obtain specific job skills training, licensure, certification, or re-certification as required for employment or maintenance of professional or technical certification, and jobs skills testing (i.e. computer literacy, typing). Financial assistance also includes assistance for Clients to attend Adult Basic Education (ABE) courses, General Equivalency Diploma (GED) courses, TOEFL certification, English as a Second Language (ESL) or English for Specific Purposes (ESP) courses, vocational (trade/technical) tuition assistance, and any books, supplies or uniform that the training or job requires.

C. Transportation Assistance- Financial assistance for transportation needs for Survivors of Family Violence. This includes but is not limited to payment of driving lessons, rideshare payments, taxi and bus vouchers, gas, maintenance and repair of Survivor's vehicle, and other transportation needs. Funding received through this RFA that is used to pay for a Client's personal vehicle may not exceed \$1,000.

D. Financial Education - Assistance to provide curricula, information, materials or coaching that helps Survivors of Family Violence build their financial skills. Applicants providing financial education services under the Economic Stability category must select and identify a financial education option from the menu listed below.

1. **Option A** - The Allstate Foundation-Moving Ahead through Financial Management. The Allstate curriculum is a comprehensive package of tools and information designed to empower Survivors to understand and manage their finances.

Cost: The curriculum and supporting materials are available free of charge.

More information about Allstate Foundation Moving Ahead through Financial Management can be found at:

<https://www.purplepurse.com/tools/financial-empowerment.aspx> .

2. **Option B** - Redevelopment Opportunities for Women (ROW)-ROW's Economic Action Program (REAP). REAP is a comprehensive, engaging, flexible format economic education curriculum specifically designed for women who have experienced intimate partner violence. Safety considerations are integrated throughout the core financial information on budgeting, credit, banking and investing. The curriculum comes from an anti-oppression, women-defined model that explores issues of power, our economy, and economic abuse while emphasizing women's strengths.

Cost: The curricula set with material is \$150.00 per set. This cost can be covered by funds awarded through this open enrollment.

More information about Redevelopment Opportunities for Women-REAP can be found at: <https://familyforwardmo.org/how-we-help/redevelopment-opportunities-women/> or by calling 314-588-8300.

3. **Option C - Other** – Applicants may choose other curricula not listed in the Financial Education Curricula menu with the submission of the following:
 - i. Description of the financial education curricula selected including how the curricula best fits the needs of your Clients.
 - ii. Description of how the curricula address safety concerns with Clients and fosters ongoing conversation regarding these concerns.
 - iii. Cost breakdown, including workbook and curricula materials and training requirements.

Curricula under Option C will be evaluated on a case-by-case basis.

E. Child Care & Ancillary Supports – Financial assistance provision for the costs of child care at Texas HHSC Registered Child Care Homes, Licensed Child Care Homes, Licensed Child Care Centers, or a Listed Family Home. Any operation that is utilized must be in Good Standing with the Childcare Licensing with respect to the operation's compliance with [Texas Human Resources Code, Chapter 42](#), and relevant administrative rules and any applicable minimum standards found in Title 26 of the Texas Administrative Code A Relative Child Care Provider is allowable if the provider is listed as a family home under [Texas Human Resources Code 42.0523](#), meets the definition as defined in [40 TAC § 809.2](#), and is in Good Standing with relevant requirements. Relative Child Care Providers may care for a child in the child's home (in-home child care) only for the following:

1. A child with disabilities as defined in [40 TAC § 809.2](#), and his or her siblings;
2. A child under 18 months of age, and his or her siblings;
3. A child of a teen parent; and
4. When the parent's work schedule requires evening, overnight, or weekend child care in which taking the child outside of the child's home would be disruptive to the child.
5. Relative in-home child care for circumstances that other child care provider arrangements are not available in the community.

Child care supplies including items specified by child care facilities are also allowable under this category.

F. Additional Economic Supports to Enhance Survivor Stability – Additional economic supports allow the Applicant to combine financial assistance from multiple economic support categories identified **Section 2.5.1.1, Economic Stability** of this RFA. This provides flexibility for Awarded Applicants to best serve Survivors as they take steps towards stability. Additional economic supports may include assistance such as: applying for housing, acquiring employment supports such as a uniform, or addressing a need to prevent additional barriers (e.g., lack of transportation or emergency childcare). Purpose of funds may include, but is not

limited to: moving expenses, storage fees (not to exceed six months), rent and/or rental deposits, utility and/or utility deposits, enhanced safety features for the home (locks, alarms, security system), automobile repair, driving lessons, impound/reposition, expungement of criminal records that may prevent future employment, immediate child care needs, medical bills or prescriptions, travel for court appointments, clothing for children, school supplies, children's medication, and other items to support a child's safety, and items that support employment. Items beyond this list may be included but must be approved by HHSC FVP, if awarded.

2.5.1.2 Legal Services - Legal services provide access to affordable specialized legal representation, which greatly enhances effective legal remedies for Survivors of Family Violence.

2.5.1.2.1 Prohibited Activities - Legal Services: Funding awarded under this RFA cannot be used to support the requirements below:

1. Shelter and Nonresidential Centers are required to have a paid or volunteer legal advocate per [1 TAC § 379.407](#) and [1 TAC § 379.1806](#), as well as provide new direct service employees, volunteers and their supervisors training on legal options per [1 TAC § 379.404](#) and [1 TAC § 379.1804](#). *Funding to hire additional legal advocates will not be provided.*
2. Shelter Centers are required to meet the rule requirements outlined in [1 TAC § 379.622](#), [1 TAC § 379.623](#), [1 TAC § 379.624](#), [1 TAC § 379.630](#), [1 TAC § 379.701](#), and [1 TAC § 379.717](#).
3. Nonresidential Centers are required to meet the rule requirements outlined in [1 TAC § 379.2020](#), [1 TAC § 379.2021](#), [1 TAC § 379.2022](#), [1 TAC § 379.2028](#), [1 TAC § 379.2101](#), and [1 TAC § 379.2113](#).
4. Special Nonresidential Projects are required to meet the rule requirements outlined in [1 TAC § 379.1314](#), [1 TAC § 379.1320](#), [1 TAC § 379.1321](#), [1 TAC § 379.1322](#), and [1 TAC § 379.1401](#).

2.5.1.2.2 Allowable Activities. Awarded Applicants may use grant funds to contract with attorneys or pay for consultation fees, so long as they provide legal representation for one or more of the following Legal services for Survivors of Family Violence:

1. Obtaining Protective Orders
2. Divorce
3. Child Custody; both Initial and/or Modifications
4. Child Support
5. Child Visitation
6. Immigration Issues
7. Child Protective Services
8. Housing issues-including landlord/tenant issues and foreclosures
9. Debt/Credit/Bankruptcy Issues
10. Other legal representation, including those that promote safety provisions for Survivors of Family Violence, as specified in the legal services application.

Court filing fees associated with any of the above services are also allowable use of grant funding. Applications may include some component training and capacity building and assistance in navigating pro se forms along with at least one category of legal representation.

2.5.1.3 Expansion of Mental Health Services: The expansion of services for underserved areas and populations must be focused on providing mental health assistance to Survivors of Family Violence and their families. Survivors may need mental health support due solely to the trauma of abuse, or there may be a co-occurring mental health issue. For those Survivors who do have an ongoing mental health issue, they may experience a greater vulnerability and need additional support to transition from an abusive relationship to safety. **Funds in this category would support Survivors in both instances.**

2.5.1.3.1 Prohibited Activities - Mental Health Services: Funding awarded under this RFA cannot be used to support the requirements below:

Expansion of Mental Health Services initiatives undertaken must go above and beyond current requirements for peer counseling and weekly support groups. Peer counseling is defined as, occurring when a peer provides knowledge, experience, emotional, social, or practical assistance to others, within, outside or around traditional mental health services and programs, between two people, or in groups. These requirements are outlined in [1 TAC § 379.404](#), [1 TAC § 379.711](#) (Shelter Centers) and [1 TAC § 379.1804](#), and [1 TAC § 379.2108](#) (Non-Residential Centers).

2.5.1.3.2 Allowable Activities. Awarded Applicant must provide mental health assistance to Survivors of Family Violence and include the following in its project:

1. Mental health services provided, or supervised, by a licensed professional.
2. Tools to distinguish when Survivors need trauma informed care and support versus in-depth mental health services.
3. A component for supporting capacity building for other staff involved in residential services or crisis intervention.
4. Demonstrate a working relationship with appropriate referrals to mental health services if needed.

HHSC is interested in advancing the mental health work being done to support Survivors of Family Violence and/or co-occurring mental health issues. Projects that demonstrate emerging best practices or the ability to support innovative mental health programming will have favorable consideration.

2.5.2 Program Monitoring and Evaluation

The Applicant shall be responsible for monitoring the function and evaluation of the program and the quality of all services provided in relation to this RFA. Awarded Applicants must evaluate the project in accordance with the goals and objectives as established by the Applicant and outlined on **Form C, Applicant's Application**.

2.5.3 Program Database

The Awarded Applicant shall maintain a secure database for all program activities including, but not limited to the Clients served, Services delivered directly to Clients, and demographic information (the “**Program Database**”). All Clients shall be assigned a unique identifier. The Client's social security number, protected health information, or other personally identifiable information shall not be used as an identifier.

Awarded Applicants must maintain a database that includes, at a minimum, all of the data elements outlined in **Attachment A, FVP Data Element Guide**.

The Awarded Applicant must provide data in the format as outlined in **Attachment B, FVNet File Upload Data Format Guide**.

Data submitted to HHSC shall be transferred to HHSC through HHSC's secure File Transport Protocol (FTP) portal that HHSC makes available to Awarded Applicants via secure login to FVNet. Contractor must ensure that computer equipment used for data entry meets minimum requirements established by HHSC for efficient connection to the Client data reporting system and HHSC's secure FTP portal, FVNet.

To be approved for database upload to HHSC's FVNet, all Awarded Applicants must set up user accounts for the HHSC Enterprise Portal. Access to the HHSC Portal by Awarded Applicant personnel is subject to agreement to HHSC's then-current required terms and conditions, which may be amended by HHSC. In addition, access to and use of the HHSC FVNet by Awarded Applicant is subject to and governed by the HHSC Data Use Agreement. Any person given permission to enter or view Family Violence Program data must strictly adhere to all HHSC contract terms and conditions and the applicable rules in [1 TAC, Part 15, Chapter 379](#), for confidentiality, security, and integrity of program data.

Awarded Applicant is responsible for entering all data into the database or other data reporting tools in accordance with [1 TAC, Part 15, Chapter 379](#).

2.6 REPORTING REQUIREMENTS

2.6.1 Program Reporting Requirements

On a monthly basis, due on or before the 5th of each month, the Awarded Applicant shall submit to HHSC all required data as outlined in **Attachment A, FVP Data Element Guide**. Data submitted monthly will reflect the services provided by the Awarded Applicant for the preceding month.

The Awarded Applicant shall submit a Biannual Narrative Report on a template prescribed by HHSC that will be due March 15th and September 15th of each fiscal year. If the 15th day

falls on a weekend or official State holiday, the Biannual Narrative Report shall be submitted the next business day. HHSC may review, approve, or require modification to the reporting requirement at its discretion. The agreed upon format will be determined prior to submission of the required report. Awarded Applicants will be provided with reporting template post-award.

Additional requirements clarifications and report items may be added by HHSC as information needs change.

2.6.2 Financial Reporting Requirements

Payments will be made to Awarded Applicants on monthly basis in accordance with the Uniform Grant Management Standards ([UGMS](#)) published by the Texas Comptroller of Public Accounts. The most recent version of [UGMS](#) can be found as **Attachment F, Uniform Grant Management Standards** of this RFA.

Awarded Applicants must submit a monthly expense report with an accompanying general ledger, payroll journal and other supporting documentation for expenditures by HHSC by the 15th day of the month for expenses accrued in the previous month. HHSC FVP will provide Awarded Applicants with the monthly expense report form. Awarded Applicants will also be required to submit additional documentation to support all Client assistance expenditures.

2.7 EXPENDITURE PROPOSAL

Applicant must demonstrate project costs outlined in the Expenditure Proposal are reasonable, allowable, allocable, and developed in accordance with applicable state and federal grant requirements.

In accordance with the requirements as defined **Forms D and E, Expenditure Proposal Templates**, Applicant must develop an administrative costs budget, where costs may be allocated to any of the following categories the Applicant identifies during its budget development process:

1. Salaries
2. Fringe Benefits
3. Travel
4. Equipment
5. Supplies
6. Professional/Contracted Services
7. Other
8. Indirect Costs

NOTE: Indirect costs are incurred for a common or joint purpose and are not readily chargeable to a specific cost objective (common costs that benefit the entire organization).

An Indirect Cost Rate is a rate for charging indirect cost - generally a percentage of direct cost or Modified Total Direct Cost.

Applicant must complete **Form F, HHS System Indirect Cost Rate Questionnaire (ICRQ)** and submit with required supporting documentation as referenced in the ICRQ. This questionnaire will initiate the use of approval of an Indirect Cost Rate for an Awardee Applicant.

HHS will recognize the following pre-approved Indirect Cost Rates:

1. Federally Approved Cost Allocation Plan
2. Federally Approved Indirect Cost Rate Agreement
3. State of Texas Cognizant Agency Indirect Cost Rate

If Applicant does not have one of the options listed above, then Applicant may be eligible for the 10% de minimis or a negotiated Indirect Cost Rate. Note: An Applicant that has previously received an approved Indirect Cost Rate is not eligible for the 10% de minimis. The HHS System Contract Oversight and Support (COS) will outreach to an Awarded Applicant after contract award to complete the Indirect Cost Rate process.

The Applicant must base the budget and funding request on the funding range outlined in **Section 2.2.1, Available Funding** of this RFA. Applicants may reference **Attachment C, FVP Budget Cost Category Guidance**.

2.8 PERFORMANCE MEASURES

HHSC will monitor the performance of contracts awarded under this RFA. All services and deliverables under the contract shall be provided at an acceptable quality level and in a manner consistent with acceptable industry standard, custom, practice and in a manner consistent with HHSC contract and program requirements and **Exhibit B, HHSC Uniform Terms and Conditions - Grant**.

Awarded Applicants must meet or exceed the performance measures: outlined in this RFA.

1. Performance measures shall be reported on a monthly, quarterly or annual basis as determined by HHSC.
2. Performance measures include but are not limited to: the reporting of unduplicated Clients served, dates of services, and the types of services provided.
3. Applicant's performance will also be measured in accordance to the outputs as defined by the Applicant in **Form C, Applicant's Application - Section V. Output Measures**.

Failure to meet the performance measure targets may include one or more of the following actions: technical assistance, require a corrective action plan or improvement plan, revise contract terms and/or provisions, withhold or reduce payments, or additional adverse actions as allowed under **Exhibit B, HHSC Uniform Terms and Conditions - Grant**.

For a complete list of required measurement data, refer to **Attachment A, FVP Data Element Guide**. Any performance measure data submitted to HHSC shall be transferred to

HHSC through HHSC's secure File Transport Protocol (FTP) portal, FVNet. Successful Applicants must ensure that computer equipment used for data entry meets minimum requirements established by HHSC for efficient connection to the Client data reporting system and HHSC's FVNet. Additional performance measures may be added by HHSC as needed.

2.9 FUNDING RESTRICTIONS

Several restrictions apply to these contract funds including the funding limitations stipulated under [Texas Human Resources Code Section 51.003\(a\)](#). The restrictions are as follows:

1. No direct cash payments to victims of Family Violence, or Dating Violence, or their dependents, are allowed with these funds. This includes the issuance of gift cards or contributing these funds to a program participant's savings account as part of any "matched savings account" or any program participation incentive;
2. No income eligibility standards shall be imposed on any program participant, with respect to eligibility for assistance or services under this RFA;
3. No fees shall be charged to program participants to receive services funded under this RFA;
4. Costs of organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or to obtain contributions, are considered unallowable costs for reimbursement with these funds;
5. Construction is not an allowable activity or expenditure covered by these funds;
6. Indefinite housing assistance is not allowed with these funds. Awarded Applicants providing housing assistance must have a policy to address the length of assistance that is equally applied to each Client and cannot exceed 12 months of assistance;
7. The purchase or improvement of land or buildings is not allowed with these funds;
8. The payment of wages to any individual as a social service is not allowed;

2.10 STANDARDS

2.10.1 Uniform Administrative Requirements, Cost Principles, and Audit Requirements

Grantees must comply with the requirements applicable to this funding source cited in the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements* for Federal Awards ([2 CFR 200](#)); the [UGMS](#), and all statutes, requirements, and guidelines applicable to this funding.

2.10.2 Nondiscrimination

Grantees are required to conduct Project activities in accordance with federal and State laws prohibiting discrimination. Guidance for adhering to non-discrimination requirements can be found on the Health and Human Services Commission (HHSC) Civil Rights Office website at: <https://hhs.texas.gov/about-hhs/your-rights/civil-rights-office>.

Upon request, a Grantee must provide the HHSC Civil Rights Office with copies of all the Grantee's civil rights policies and procedures. Grantees must notify HHSC's Civil Rights

Office of any civil rights complaints received relating to performance under the contract no more than 10 calendar days after receipt of the complaint.

Notice must be directed to:

HHSC Civil Rights Office
701 W. 51st Street, Mail Code W206
Austin, TX 78751
Phone Toll Free (888) 388-6332
Phone: (512) 438-4313
TTY Toll Free (877) 432-7232
Fax: (512) 438-5885

A Grantee must ensure that its policies do not have the effect of excluding or limiting the participation of persons in the Grantee's programs, benefits or activities on the basis of national origin, and must take reasonable steps to provide services and information, both orally and in writing, in appropriate languages other than English, in order to ensure that persons with limited English proficiency are effectively informed and can have meaningful access to programs, benefits, and activities.

Any Grantee receiving funding through this RFA must not in providing services, discriminate against a program beneficiary or prospective program beneficiary on the basis of sex; race; color; national origin; disability; age; religion; actual or perceived sex, including gender identity; or actual or perceived sexual orientation.

2.10.3 Grievance Procedure Requirements

Grantee must ensure that all Client informational material and grievance policies include the HHSC Ombudsman's office contact information and complaint language listed below:

If you have a complaint that is not resolved to your satisfaction, you can contact the HHS Office of the Ombudsman by calling 1-877-787-8999, selecting a language, and then Option 3, or by making an online submission at <https://hhs.texas.gov/about-hhs/your-rights/office-ombudsman>.

2.10.4 Building Codes and Safety Requirements

Grantee's facilities must be in good repair and in compliance with applicable local health, fire, electrical and building safety codes. Grantee's facilities must be in compliance with the [Americans with Disabilities Act \(ADA\)](#) to ensure accessibility for persons with physical disabilities.

2.10.5 Data Security Agreement

In order to ensure the safety of adult, youth and child victims of Family Violence, or Dating Violence, and their families by protecting the confidential and private information, data, or digital data of such victims and their families, Grantee shall comply with the following laws and regulations:

A. Texas Human Resources Code Chapter 51 Family Violence Centers

- B. Texas Family Code Chapter 93 Confidential and Privileged Communications
- C. Title 1 of the Texas Administrative Code, Chapter 379 Family Violence Program
- D. Health Insurance Portability and Accountability Act (HIPAA) of 1996, if Grantee collects and/or shares Client protected health information and
- E. All other State and federal laws and rules that may be applicable for the protection of Client data.

Grantee shall not report any personally identifiable data to HHSC, FVP for the purpose of program reporting requirements through the HHSC FVNet file transfer portal. All data shall be de-identified. Grantee shall only transmit data to the HHSC FVNet and shall not be able to access or extract any data from the portal. By being granted access to the HHSC Enterprise Portal and FVNet, Grantee agrees to comply with the HSHC Acceptable Use Policy (AUP) and Acceptable Use Agreement (AUA). Grantee is required to notify the HHSC Family Violence Program and to terminate FVNet access within forty-eight (48) hours if an employee is separated from the Grantee's organization or no longer authorized to access the HHSC Enterprise Portal and FVNet.

2.11 NO GUARANTEE OF VOLUME, USAGE OR COMPENSATION

The System Agency makes no guarantee of volume, usage, or total compensation to be paid to any Applicant under any awarded Grant, if any, resulting from this Solicitation. Any awarded Grant is subject to appropriations and the continuing availability of funds.

The System Agency reserves the right to cancel, make partial award, or decline to award a Grant under this Solicitation at any time at its sole discretion.

There should be no expectation of additional or continued funding on the part of the Grant Recipient. Any additional funding or future funding may require submission of an application through a subsequent RFA.

ARTICLE III. ADMINISTRATIVE INFORMATION

3.1 SCHEDULE OF EVENTS

EVENT	DATE/TIME
Solicitation Release Date	November 21, 2019
Pre-Bid Grantee Webinar	December 3, 2019
Deadline for Submitting Questions	December 5, 2019
Answers to Questions Posted	December 10, 2019
Deadline for submission of RFA/Solicitation Responses [NOTE: Responses must be <u>RECEIVED</u> by HHSC by the deadline.]	December 20, 2019 at 2:00 PM CT

Anticipated Notice of Award	March 1, 2020
Anticipated Contract Start Date	March 1, 2020

Note: These dates are a tentative schedule of events. The System Agency reserves the right to modify these dates at any time upon notice posted to the [HHS Grants Site](#) and [Texas eGrants](#). Any dates listed after the RFA Response deadline will occur at the discretion of the System Agency and may occur earlier or later than scheduled without notification on the [HHS Grants Website](#) and [Texas eGrants](#).

3.2 CHANGES, AMENDMENT OR MODIFICATION TO SOLICITATION

The System Agency reserves the right to change, amend or modify any provision of this Solicitation, or to withdraw this Solicitation, at any time prior to award, if it is in the best interest of the System Agency and will post such on the [Texas eGrants](#) and [HHS Grant Website](#). It is the responsibility of Applicant to periodically check the [Texas eGrants](#) and [HHS Grants Website](#) to ensure full compliance with the requirements of this Solicitation.

3.3 IRREGULARITIES

Any irregularities or lack of clarity in this Solicitation should be brought to the attention of the Point of Contact listed in **Section 3.4.1, Point of Contact** as soon as possible so corrective addenda may be furnished to prospective Respondents/Applicants.

3.4 INQUIRIES

3.4.1 Point of Contact

All requests, questions or other communication about this Solicitation shall be made in writing to the System Agency's Point of Contact addressed to the person listed below. All communications between Respondents/Applicants and other System Agency staff members concerning the Solicitation are strictly prohibited, unless noted elsewhere in this RFA. **Failure to comply with these requirements may result in disqualification of Applicant's RFA/Solicitation Response.**

Name: **Lauren Contreras**
Title: **Contract Specialist**
Address: **1100 W 49th Street, Austin, TX 78756**
Phone: **512-406-2408**
Email: **Lauren.Contreras02@HHSC.State.tx.us**

3.4.2 Prohibited Communications

All communications between Applicants and other System Agency staff members concerning the Solicitation may not be relied upon and responded should send all questions or other communications to the point-of contact. This restriction does not preclude

discussions between affected parties for the purposes of conducting business unrelated to this Solicitation. **Failure to comply with these requirements may result in disqualification of Applicant's RFA/Solicitation Response.**

3.4.3 Questions

The System Agency will allow written questions and requests for clarification of this Solicitation. Questions must be submitted in writing and sent by U.S. First class mail or email to the Point of Contact listed in **Section 3.4.1, Point of Contact** above. Applicant's names will be removed from questions in any responses released. Questions shall be submitted in the following format. Submissions that deviate from this format may not be accepted:

- A. Identifying Solicitation number
- B. Section Number
- C. Paragraph Number
- D. Page Number
- E. Text of passage being questioned
- F. Question(s)

Note: Questions or other written requests for clarification must be received by the Point of Contact by the deadline set forth in **Section 3.1, Schedule of Events** above. Please provide entity name, address, phone number, e-mail address, and name of contact person when submitting questions.

3.4.4 Clarification Request Made by Applicant

Applicants must notify the Point of Contact of any ambiguity, conflict, discrepancy, exclusionary specifications, omission or other error in the Solicitation in the manner and by the deadline for submitting questions.

3.4.5 Responses

Responses to questions or other written requests for clarification will be posted on the **Texas eGrants** and **HHS Grant Website**. The System Agency reserves the right to amend answers prior to the deadline of RFA/Solicitation Responses. Amended answers will be posted on the **Texas eGrants** and **HHS Grant Website**. It is the Applicant's responsibility to check the ESBD or contact the Point of Contact for updated responses. The System Agency also reserves the right to decline to answer any question or questions or to provide a single consolidated response of similar questions in any manner at the System Agency's sole discretion.

3.5 RFA/SOLICITATION RESPONSE COMPOSITION

3.5.1 Generally

All Applications must be:

- A. Clearly legible;
- B. Sequentially page-numbered and include the Applicant's name at the top of each page;
- C. Organized in the sequence outlined in **Article IX - Submission Checklist**;

- D. Blank forms provided in the attachments must be used (reproduction of the original signed forms is acceptable; however, all forms must be identical to the original form(s) provided); do not change the font used on forms provided;
- E. Correctly identified with the RFA number and submittal deadline;
- F. Responsive to all RFA requirements; and
- G. Signed by an authorized official in each place a signature is needed (copies must be signed but need not bear an original signature).

3.5.2 Submission in Separate Parts

- A. Part 1: Administrative Information, including all forms;
- B. Part 2: Narrative Proposal, including all forms;
- C. Part 3: Expenditure Proposal; and
- D. Part 4: Applicable Exhibits and Required Forms.

All Applicants must submit one (1) electronic submission in USB format. Electronic submissions must be separated by electronic medium used for submission (i.e. USB format).

The entire RFA/Solicitation Response – all separated electronic copies – must then be submitted in one package to HHSC at the address listed in **Section 3.6.3, Delivery**. The number of copies and directions for submitting " are outlined in **Article IX, Submission Checklist**.

3.6 RFA/SOLICITATION RESPONSE SUBMISSION AND DELIVERY

3.6.1 Deadline

RFA/Solicitation Responses must be received at the address in **Section 3.6.3, Delivery** time-stamped by the System Agency no later than the date and time specified in **Section 3.1, Schedule of Events**.

3.6.2 Labeling

RFA/Solicitation Responses shall be placed in a sealed box with the applicant's name and clearly labeled as follows:

<u>RFA/SOLICITATION NO.:</u>	HHS0006837
<u>RFA/SOLICITATION NAME:</u>	Enhanced Family Violence Services
<u>APPLICANT'S NAME:</u>	<i>Name of Applicant Organization</i>
<u>RFA/SOLICITATION RESPONSE DEADLINE:</u>	December 20, 2019, at 2:00 PM CT
<u>PURCHASER:</u>	Lauren Contreras

The System Agency will not be held responsible for any RFA/Solicitation Response that is mishandled prior to receipt by the System Agency. It is Applicant's responsibility to mark appropriately and deliver the RFA/Solicitation Response to the System Agency by the specified date and time.

3.6.3 Delivery

Respondent/Applicant must deliver RFA/Solicitation Responses by one of the methods below to the address noted. RFA/Solicitation Responses submitted by any other method (e.g. facsimile, telephone, email) will NOT be considered.

To be delivered by U.S. Postal Service, Overnight/Express Mail, or Hand Delivery

Health and Human Services Commission,
Procurement and Contracting Services (PCS)
ATTENTION: LAUREN CONTRERAS
1100 West 49th Street, MC 2020
Service Building (Building S)
Austin, Texas 78756

Note: All Solicitation/RFA Responses become the property of HHSC after submission and will not be returned to Respondent.

3.6.4 Alterations, Modifications, and Withdrawals

Prior to the RFA/Solicitation submission deadline, a Respondent/Applicant may:

- A. Withdraw its RFA/Solicitation Response by submitting a written request to the Point of Contact identified in **Section 3.4.1, Point of Contact**; or
- B. Modify its RFA/Solicitation Response by submitting a written amendment to the Point of Contact identified in **Section 3.4.1, Point of Contact**.

The System Agency may request RFA/Solicitation Response Modifications at any time.

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ARTICLE IV. RFA/SOLICITATION RESPONSE EVALUATION AND AWARD PROCESS

4.1 GENERALLY

HHSC will perform an initial screening of all applications received to ensure minimum eligibility is met, as defined in **Section 2.3, Eligibility Requirements**. Unsigned applications and applications that do not include all required forms and sections are subject to rejection without further evaluation. In addition, Applicants will be evaluated based on the following:

- A. Evaluation based upon specific selection criteria as outlined in **Section 4.3, Evaluation** of this Request for Applications; and
- B. Final Selection based upon State priorities.

4.2 ELIGIBILITY SCREENING

Applications will be reviewed for eligibility requirements listed in **Section 2.3, Eligibility Requirements**, and minimum qualifications in **Section 2.4, Program Requirements** and completeness. All complete applications meeting the eligibility requirements and minimum qualifications will move to the Evaluation stage.

4.3 EVALUATION

Applications will be evaluated and scored in accordance with the factors required by [Texas Human Resources Code, Sections 51.004, et seq.](#) and factors listed in **Section 4.3.1, Specific Selection Criteria** and any other factors deemed relevant by HHSC.

4.3.1 Specific Selection Criteria

RFA applications shall be evaluated based upon:

	Criterion Considered	
Project Work Plan	The Applicant demonstrates the ability to meet <u>all</u> of the requirements listed in <u>Section 5.1.2 Project Work Plan</u> , of this request for Applications	70%
Financial Stability	The financial position of the Applicant, at the time of the application, reflects that the Applicant is financially viable. Criteria is based on responses to Form C: Applicant's Application audited financial statements, and expenditure proposals.	15%

	Criterion Considered	
Programmatic Stability	The Applicant, at the time of the application, reflects that the Applicant has the experience and expertise to meet all programmatic requirements and deliver the services as outlined in this RFA. Criteria based on responses to Form C: Applicant's Application.	15%

See also **Attachment E, FVP Enhanced Services Evaluation Tool** for the criteria and weight assigned that will be considered in the evaluation.

4.4 FINAL SELECTION

HHSC intends on making multiple awards. After initial screening for eligibility, application completeness, and initial scoring of the elements listed above in **Section 4.3, Evaluation**, a selection committee will look at all eligible Applicants to determine which proposals should be awarded to most effectively accomplish State priorities. The selection committee will recommend grant awards to be made to the HHSC Executive Commissioner, who will make the final award approval.

HHSC will make all final funding decisions based on eligibility, geographic distribution across the State, State priorities, reasonableness, and availability of funding.

4.5 NEGOTIATION AND AWARD

The specific dollar amount awarded to each Successful Applicant will depend upon the merit and scope of the Application, the recommendation of the Selection Committee, and the decision of the Executive Commissioner. Not all Applicants that are deemed eligible to receive funds are assured of receiving an award.

The negotiation phase will involve direct contact between the Successful Applicant and HHSC representatives via phone and/or email. During negotiations, Successful Applicants may expect:

- A. An in-depth discussion of the submitted proposal and budget; and
- B. Requests from HHSC for clarification or additional detail regarding submitted Application.

The final funding amount and the provisions of the contract will be determined at the sole discretion of HHSC staff.

HHSC may announce tentative or apparent grant recipients once the Executive Commissioner has given approval to initiate negotiation and execute contracts.

Any exceptions to the requirements, terms, conditions, or certifications in the RFA or attachments, Addendums, or revisions to the RFA or General Provisions, sought by the Applicant must be specifically detailed in writing by the Applicant on Exhibit C Exception Form in this proposal and submitted to HHSC for consideration. HHSC will

accept or reject each proposed exception. HHSC will not consider exceptions submitted separately from the Applicant's proposal or at a later date.

HHSC will post to the [Texas eGrants](#) and [HHS Grant Websites](#) and may publicly announce a list of Applicants whose Applications are selected for final award. This posting does not constitute HHSC's agreement with all the terms of any Applicant's proposal and does not bind HHSC to enter into a contract with any Applicant whose award is posted.

4.6 QUESTIONS OR REQUESTS FOR CLARIFICATION BY THE SYSTEM AGENCY

The System Agency reserves the right to ask questions or request clarification from any Respondent/Applicant at any time during the application process.

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ARTICLE V. NARRATIVE PROPOSAL

5.1 NARRATIVE PROPOSAL

5.1.1 Executive Summary

On **Form C, Applicant's Application**, provide a high-level overview of the Applicant's approach to meeting the RFA's requirements. The summary must demonstrate an understanding of the goals and objectives of the grant.

5.1.2 Project Work Plan

The Applicant shall develop and present with its Application an Applicant Background narrative and a proposed Project Work Plan, which include information on the Applicant.

The Applicant Background is detailed in **Forms A, Face Page** and **Form B, Entity Information, Conflicts and Contract Litigation**. The Project Work Plan is comprised of **Form C, Applicant's Application** of this RFA. The Project Work Plan must include the Applicant's planned approach to create a project that will provide enhanced Family Violence services as described in **Section 2.5.1 Allowable Services** of this RFA.

5.1.3 Service Provisions

In developing proposals in response to this RFA, Applicants will be required to complete attached **Forms A through F** to identify how they will provide one or more of the following services:

- A. Economic Stability Support Services
- B. Legal Services
- C. Expansion of Mental Health Services

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ARTICLE VI. REQUIRED RESPONDENT/APPLICANT INFORMATION

6.1 ADMINISTRATIVE ENTITY INFORMATION

Respondent/Applicant must provide satisfactory evidence of its ability to manage and coordinate the types of activities described in this Solicitation. As a part of the RFA/Solicitation Response requested in **Article III, Administrative Information**, Respondent/Applicant must provide the following information, outlined in **Sections 6.2 - 6.5** of this RFA, as part of **Form B, Entity Information, Conflicts and Contract Litigation**.

6.2 LITIGATION AND CONTRACT HISTORY

Respondent/Applicant must include in its RFA/Solicitation Response a complete disclosure of any alleged or significant contractual failures **Form B, Entity Information, Conflicts and Contract Litigation**.

In addition, Respondent/Applicant must disclose any civil or criminal litigation or investigation pending over the last five (5) years that involves Respondent/Applicant or in which Respondent/Applicant has been judged guilty or liable. Failure to comply with the terms of this provision may disqualify Respondent/Applicant.

RFA/Solicitation Responses may be rejected based upon Respondent/Applicant's prior history with the State of Texas or with any other party that demonstrates, without limitation, unsatisfactory performance, adversarial or contentious demeanor, or significant failure(s) to meet contractual obligations.

6.3 CONFLICTS

Respondent/Applicant must certify in **Form B, Entity Information, Conflicts and Contract Litigation**, that it does not have any personal or business interests that present a conflict of interest with respect to the RFA and any resulting contract. Additionally, if applicable, the Respondent/Applicant must disclose all potential conflicts of interest. The Respondent/Applicant must describe the measures it will take to ensure that there will be no actual conflict of interest and that its fairness, independence and objectivity will be maintained. The System Agency will determine to what extent, if any, a potential conflict of interest can be mitigated and managed during the term of the contract. Conflicts of interest examples are listed in **Form B, Entity Information, Conflicts and Contract Litigation**. Failure to identify actual and potential conflicts of interest may result in disqualification of a RFA/Solicitation Response or termination of a contract.

Please include any activities of affiliated or parent organizations and individuals who may be assigned to this Contract.

Additionally, pursuant to [Section 2252.908 of the Texas Government Code](#), a Successful Respondent/Applicant awarded a contract greater than \$1 million dollars, or awarded a Contract that would require the Successful Respondent/Applicant to register as a lobbyist

under [Texas Government Code, Chapter 305](#), must submit a disclosure of interested parties to the State agency at the time the business entity submits the signed contract. Rules and filing instructions may be found on the [Texas Ethics Commission's](#) public website and additional instructions will be given by HHSC to Successful Respondent(s)/Applicant(s).

6.4 AFFIRMATIONS AND CERTIFICATIONS

Respondent/Applicant must complete and return all of the following listed exhibits. Exhibits are listed following **Article IX – Submission Checklist**.

- A. Exhibit A: HHSC Affirmations and Solicitation Acceptance
- B. Exhibit C: Exceptions Form, if applicable.

6.5 INSURANCE

Respondent shall carry insurance in the types and amounts indicated in this section for the duration of the Contract. The insurance shall be evidenced by delivery to System Agency of certificates of insurance executed by the insurer or its authorized agent stating coverages, limits, expiration dates and compliance with all applicable required provisions. Upon request, Owner, and/or its agents, shall be entitled to receive without expense, copies of the policies and all endorsements.

Respondent shall update all expired policies prior to submission for monthly payment. Failure to update policies shall be reason for withholding of payment until renewal is provided to System Agency.

Respondent shall provide and maintain all insurance coverage with the minimum amounts described throughout the life of the contract.

Failure to maintain insurance coverage, as required, is grounds for suspension of work for cause.

Respondent shall deliver to System Agency true and complete copies of certificates and corresponding policy endorsements upon award.

Failure of System Agency to demand such certificates or other evidence of Respondent's full compliance with these insurance requirements or failure of System Agency to identify a deficiency in compliance from the evidence provided shall not be construed as a waiver of Respondent's obligation to maintain such insurance.

The insurance and insurance limits required herein shall not be deemed as a limitation on Respondent's liability under the indemnities granted to System Agency in the Contract.

The insurance coverage and limits established below shall not be interpreted as any representation or warranty that the insurance coverage and limits necessarily will be adequate to protect Respondent.

Coverage shall be written on an occurrence basis by companies authorized and admitted to do business in the State of Texas and rated A or better by A.M. Best Company or similar rating company or otherwise acceptable to System Agency.

6.5.1 Insurance Coverage Required

6.5.1.1 Workers' Compensation. Insurance with limits as required by the Texas Workers' Compensation Act, with the policy endorsed to provide a waiver of subrogation in favor of Health and Human Services Commission, employer's liability insurance of not less than:

\$1,000,000 each accident;

\$1,000,000 disease each employee; and

\$1,000,000 disease policy limit.

Workers' compensation insurance coverage must be provided for all workers at all tier levels and meet the statutory requirements of Texas Labor Code.

6.5.1.2 Commercial General Liability Insurance. Including premises, operations, independent contractor's liability, products and completed operations and contractual liability, covering, but not limited to, the liability assumed under the indemnification provisions of this Contract, fully insuring Contractor's liability for bodily injury (including death) and property damage with a minimum limit of:

\$1,000,000 per occurrence;

\$2,000,000 general aggregate;

\$5,000 Medical Expense each person;

\$1,000,000 Personal Injury and Advertising Liability;

\$2,000,000 products and completed operations aggregate;

\$50,000 Damage to Premises Rented to You; and

Coverage shall be on an "occurrence" basis.

The policy shall include endorsement CG2503 Amendment of Aggregate Limits of Insurance (per Project) or its equivalent.

The term "You" as reference in Subsection above, means the Contractor.

6.5.1.3 Comprehensive Automobile Liability Insurance, covering owned, hired, and non-owned vehicles, with a minimum combined single limit for bodily injury (including death) and

property damage of \$1,000,000 per accident. No aggregate shall be permitted for this type of coverage.

6.5.1.4 Professional Liability Insurance. Contractor shall obtain, pay for and maintain professional liability errors and omissions insurance during the Contract term, insuring Contractor for an amount of not less than \$1,000,000.

Policies must include the following clauses, as applicable:

This insurance shall not be canceled, materially changed, or non-renewed except after thirty (30) days written notice has been given to System Agency.

It is agreed that Respondent's insurance shall be deemed primary with respect to any insurance or self-insurance carried by System Agency for liability arising out of operations under the Contract with System Agency. Health and Human Services Commission, its officials, directors, employees, representatives, and volunteers are added as additional insureds as respects operations and activities of, or on behalf of the named insured performed under Contract with System Agency. The additional insured status must cover completed operations as well. This is not applicable to workers' compensation policies.

A waiver of subrogation in favor of Health and Human Services Commission shall be provided in all policies.

Without limiting any of the other obligations or liabilities of Respondent, Respondent shall require each Subcontractor performing work under the Contract, at Subcontractor's own expense, to maintain during the term of the Contract, the same stipulated minimum insurance including the required provisions and additional policy conditions as shown above.

As an alternative, Respondent may include its Subcontractors as additional insureds on its own coverage as prescribed under these requirements. Respondent's certificate of insurance shall note in such event that Subcontractors are included as additional insureds and that Respondent agrees to provide workers' compensation for Subcontractors and their employees. Respondent shall obtain and monitor the certificates of insurance from each Subcontractor in order to assure compliance with the insurance requirements. Respondent must retain the certificates of insurance for the duration of the Contract plus five (5) years and shall have the responsibility of enforcing these insurance requirements among its Subcontractors. Owner shall be entitled, upon request and without expense, to receive copies of these certificates.

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ARTICLE VII. EXPENDITURE PROPOSAL

7.1 EXPENDITURE PROPOSAL

Attached **Form D, FY 2020 Expenditure Proposal Template; Form E, FY 2021 Expenditure Proposal Template; and Form F, HHS System Indirect Cost Rate Questionnaire** of this RFA includes the template and questionnaire for submitting the Expenditure Proposal. Respondents/Applicants must complete these forms and place them in a separate, sealed package, clearly marked with the Respondent/Applicant's name, the RFA number, and the RFA submission date.

Respondents/Applicants must base their Expenditure Proposal on the Scope of Grant Award described in **Article II, Scope of Grant Award**. This section should include any business, economic, legal, programmatic, or practical assumptions that underlie the Expenditure Proposal. HHSC reserves the right to accept or reject any assumptions. All assumptions not expressly identified and incorporated into the contract resulting from this RFA are deemed rejected by HHSC.

Respondents/Applicants must demonstrate that Project costs outlined in the Expenditure Proposal are reasonable, allowable, allocable, and developed in accordance with applicable State grant requirements.

Respondent/Applicant must utilize the HHSC template provided and identify costs to be requested from HHSC. Costs must be broken out to a degree that is sufficient to determine if costs are reasonable, allowable, and necessary for the successful performance of the project.

Costs will be reviewed for compliance with [UGMS](#) and federal grant guidance found in [2 CFR Part 200](#), as modified by [UGMS](#), with effective given to whichever provision imposes the more stringent requirement in the event of a conflict.

Costs included in the Expenditure Proposal will be entered by the Respondent/Applicant into budget tables and supported by the narrative descriptions describing the need for the requested cost and a calculation demonstrating how the cost was arrived at.

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ARTICLE VIII. GENERAL TERMS AND CONDITIONS

8.1 GENERAL CONDITIONS

8.1.1 Costs Incurred

Respondents/Applicants understand that issuance of this Solicitation in no way constitutes a commitment by any System Agency to award a contract/grant or to pay any costs incurred by a Respondent/Applicant in the preparation of a response to this Solicitation. The System Agency is not liable for any costs incurred by a Respondent/Applicant prior to issuance of or entering into a formal agreement, grant, contract, or purchase order. Costs of developing RFA/Solicitation Responses, preparing for or participating in oral presentations and site visits, or any other similar expenses incurred by a Respondent/Applicant are entirely the responsibility of the Respondent, and will not be reimbursed in any manner by the State of Texas.

8.1.2 Contract Responsibility

The System Agency will look solely to the Applicant for the performance of all contractual obligations that may result from an award based on this Solicitation. Applicant shall not be relieved of its obligations for any nonperformance by its contractors.

8.1.3 Public Information Act

RFA/Solicitation Responses are subject to the Texas Public Information Act (PIA), [Texas Government Code Chapter 552](#), and may be disclosed to the public upon request. Subject to the PIA, certain information may be protected from public release. Respondents/Applicants who wish to protect portions of the RFA/Solicitation Response from public disclosure should familiarize themselves with this law. Information pertaining to the Solicitation will be withheld or released only in accordance with the PIA.

8.1.4 News Releases

Prior to final award a Respondent/Applicant may not issue a press release or provide any information for public consumption regarding its participation in the procurement. Requests should be directed to the HHSC Point of Contact Identified in **Section 3.4.1, Point of Contact**.

8.1.5 Additional Information

By submitting a proposal, the Respondent/Applicant grants HHSC the right to obtain information from any lawful source regarding the Applicant's and its directors', officers', and employees': (1) past business history, practices, and conduct; (2) ability to supply the goods and services; and (3) ability to comply with contract/grant requirements. By submitting an application/proposal, a Respondent/Applicant generally releases from liability and waives all claims against any party providing HHSC information about the Respondent. HHSC may take such information into consideration in evaluating applications/proposals.

ARTICLE IX. SUBMISSION CHECKLIST

This checklist is provided for Respondent/Applicant's convenience only and identifies documents that must be submitted with this Solicitation in order to be considered responsive. Any RFA/Response received without these requisite documents may be deemed nonresponsive and may not be considered for grant award by contract. All exhibits, forms and attachments can be found in the zipped file posted with the RFA.

Original RFA/Solicitation Response Package

The Solicitation Package must include the "Original" RFA/Solicitation Response in electronic format consisting of the four (4) parts described in detail below and described in greater detail in the corresponding RFA section referenced in parentheses next to the listed part. The Response must be clearly labeled "Original" and must be submitted on a USB drive, with each of the four (4) required parts of the RFA/Solicitation Response contained in a separate electronic folder, named to match the separate parts and clearly labeled "Original" on each part.

Part 1 Administrative Information (Forms A and B)

- a. Form A-Face Page _____
- b. Form B-Entity Information and Contract Litigation History _____

Part 2 Narrative Proposal Forms (Form C) (Section 2.5)

- a. Form C-Applicant's Application _____

Part 3 Expenditure Proposal Forms (template included) (Article VII)

- a. Form D-FY 20 Expenditure Proposal Template _____
- b. Form E-FY 21 Expenditure Proposal Template _____
- c. Form F-HHS System Indirect Cost Rate Questionnaire (ICRQ) _____

Part 4 Applicable Exhibits (to be included in Solicitation Package) (Section 6.4)

- a. Exhibit A-HHSC Affirmations and Solicitation Acceptance _____
- b. Exhibit C-Exceptions Form, if applicable _____

Attachments (Guidance Documents)

- a. **Attachment A**-FVP Data Element Guide
- b. **Attachment B**-FVNet File Upload Data Format Guide
- c. **Attachment C**-FVP Budget Cost Category Guidance
- d. **Attachment D**-HHSC FVP Enhanced Services Contract Template
- e. **Attachment E**-FVP Enhanced Services RFA Evaluation Tool

Electronic Copy of RFA/Solicitation Response Package

Respondent/Applicant must provide one (1) electronic copy clearly labeled as "Copy") in addition to the "Original" RFA/Solicitation Response.

Electronic copy must be submitted on a USB drive, with each of the four (4) required parts of the RFA/Solicitation Response contained in a separate electronic folder, named to match the separate parts of the "Original" RFA/Solicitation Response. Do not combine documents into one PDF documents may be submitted as a PDF or in the original format.

Separate parts/folders should be identified as follows:

Part 1: 1 Electronic copy of **Administrative Information** including all forms

Part 2: 1 Electronic copy of **Narrative Proposal**, including all forms

Part 3: 1 Electronic copy of **Expenditure Proposal**

Part 4: 1 Electronic copy of **Applicable Exhibits** and required forms

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ARTICLE X. LIST OF FORMS, EXHIBITS, AND ATTACHMENTS

Administrative Information Forms	
Form A: Face Page	
Form B: Entity Information and Contract Litigation History	
Narrative Proposal Form	
Form C: Applicant's Application	
Expenditure Proposal Forms	
Form D: FY 20 Expenditure Proposal Template	
Form E: FY 21 Expenditure Proposal Template	
Form F: HHS System Indirect Cost Rate Questionnaire Indirect (ICRQ)	
Exhibits	
Exhibit A: HHSC Affirmations and Solicitation Acceptance	
Exhibit B: HHSC Uniform Terms and Conditions -Grant	
Exhibit B-1: HHSC Special Conditions	
Exhibit C: Exceptions Form	
Attachments	
Attachment A: FVP Data Element Guide	
Attachment B: FVNet File Upload Data Format Guide	
Attachment C: FVP Budget Cost Category Guidance	
Attachment D: HHSC FVP Enhanced Services Contract Template	
Attachment E: FVP Enhanced Services RFA Evaluation Tool	
Attachment F: Uniform Grant Management Standards	